

DEPOSIT REPORT

7/10/10 Store # 00847 6TH & WAVERLY DEPRPT

Business Date: 07-09-2010
Deposit Number: 01

CURRENCY	\$	2775.00
COIN	\$	0.33
FOREIGN CURRENCY	\$	0.00
Converted	\$	0.00
FOREIGN COIN	\$	0.00
Converted	\$	0.00
TOTAL	\$	2775.33

Transfer Numbers to Bank Deposit Slip.

Cash Management LogDAY- Sat DATE - 07/10/10

SAFE COUNT										
NAME	OPEN:	Keisha		MID 1: PABLO		MID 2:		MID 3:		CLOSE: Archive
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	6:00	10:20pm	10:20pm							4:16pm
\$0.01	46	46	46	46						46
\$0.05	28	28	28	28						28
\$0.10	20	20	20	20						20
\$0.25	33	33	33	33						33
\$1.00	232	192	192	292						242
\$2.00	0	0	0	0						0
\$5.00	205	165	165	165						185
\$10.00	8	8	8	8						8
\$20.00	28	40	40	13						15
OTHER \$s	0	8	0	0						0
Total Change Fund	2406	2406	2406	2406						2406
# Tills/Total \$	4/200	400	400	400						4/200
# Till Drops	71	10	10	0						0
Cust. Recov. Cert.		16	16	12						12
P-Card	Y/N	N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	11		—	2						11
Comments:										

Report Store Operating Funds

Signature: _____ \$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep:	Deposit to Bank:
Cash Controller: <u>PABLO VELILLA</u>	Taken By Cash Controller: <u>PABLO VELILLA</u>
Preparing Deposit:	Date to Bank:
Start Time: <u>11:00PM</u>	Time to Bank: <u>3:30PM</u>
Deposit Bag #: <u>12710210910</u>	Deposit Bag #: <u>12774704910</u>
Deposit Witness: <u>CC Initials</u>	Banking Witness: <u>CC Initials</u>
Deposit \$: <u>2775.33</u>	Bank Validated \$: <u>2775.33</u>
Completion Time: <u>11:30PM</u>	Bank Validation Time: <u>4:00PM</u>
Change Order \$: <u>4.30</u>	Change \$ Received: <u>4.30</u>
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:
Date:
Partner Name:
Register ID:
Over/Short \$:
Comments:

PARTNER TILL AUDIT #2

Store Manager:
Date:
Partner Name:
Register ID:
Over/Short \$:
Comments:

PARTNER TILL AUDIT #3

Store Manager:
Date:
Partner Name:
Register ID:
Over/Short \$:
Comments:

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1201309	RNL	43160490		12:14
1201309	RNL	43160492		12:14

PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:	TIME:
CC WITNESS (mandatory):		
DROP BAG #'S:		

DM VERIFICATIONDM Signature: _____ Date Reviewed: _____
Comments: _____

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY - Sunday

DATE - 07/ii/16

REGISTER 1 TOP

REGISTER 1 BOTTOM

REGISTER 2 TOP

REGISTERATION

REGISTER 3 TOP

REGISTER 3 BOTTOM

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 2186.90
DO NOT DISCARD UPON REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.
DATE: 02/14/10

127792196

DEPOSIT REPORT

7/11/10 Store # 00847 6TH & WAVERLY DEPRPT 10:17:33

Business Date: 07-10-2010

Deposit Number: 01

CURRENCY	\$	2186.00
COIN	\$	0.90
FOREIGN CURRENCY	\$	0.00
Converted	\$	0.00
FOREIGN COIN	\$	0.00
Converted	\$	0.00
TOTAL	\$	2186.90

Transfer Numbers to Bank Deposit Slip.

CHASE CHASE CHASE CHASE

Real time, really easy.
Manage your account your way
at Chase.com.
Get instant access to your account
whenever and wherever you want.
Sign up today at Chase.com/chaseonline.
My Transaction Summary

Transaction #78
Account Number Ending In: 8782
Checking Deposit \$2,186.90

Cash Amount \$2,186.90
Bag Number 1277921969

Further review may result in delayed availability of this deposit.

JPMorgan Chase Bank, N.A.
Greenwich Village, Branch 747394
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
07/12/2010 19:50

Business Date 07/12/2010
Session #37

Thank you - Murtaza
Cashbox #09

DRB 09048

DATE 10/7/11/10		DEPOSIT TICKET	
		REGULARS	CENTS
CURRENCY	7.15	6	00
COIN			40
CHECKS LIST EACH SEPARATELY			
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
DEPOSIT PREPARED			
BY <i>Leigha M. Jorg</i>			
DEPOSIT VERIFIED			
BY <i>L.D.</i>			
PRINT NAME			
LEIGHA TICKET			
DEPOSIT BAG			
# 127792196			
TOTAL			
\$ 7.15 60			
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.			
TO REORDER CALL 1-888-750-4545 AND REFERENCE ORDER #Z3TD9079			
TOTAL ITEMS 2			
CHECKS AND OTHER ITEMS ARE NOT FORWARDED OR SUBJECT TO THE PROCESSES OF THE FORM COMMERCIAL CODE, OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.			
<i>218690</i>			


STARBUCKS COFFEE COMPANY
STORE #847
6TH & WAVERLY

MORGAN CHASE BANK

18421 15602010320 7771687820

Cash Management LogDAY- Sunday DATE - 07/11/10**SAFE COUNT**

NAME	OPEN:	leisha	MID 1:	MID 2:		MID 3:		CLOSE:	reache
SAFE COUNT	START	END	START	END	START	END	START	END	
TIME	6:00	2:45							3:15 p 11:01 p
\$0.01	38	38							38 30
\$0.05	22	22							22 18
\$0.10	32	32							32 26
\$0.25	45	45							45 40
\$1.00	307	277							217 189
\$2.00	0	0							0 0
\$5.00	166	130							130 80
\$10.00	9	10							10 11
\$20.00	25	38							38 56
OTHER \$'s	0	0							0 0
Total Change Fund	2,400	2,400							2,400 2,400
# Tills/Total \$	2/200	ACTIVE							Active 4/200
# Till Drops	TL	TL							TL TL
Cust. Recov. Cert.	11	12							12 12
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	TL	TL							TL TL
Comments:	REGISTER 2 IS SHORT \$13.00								

Report Store Operating Funds

Signature: _____ \$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	leisha	Taken By Cash Controller	leisha 07/11/10
Preparing Deposit:	leisha	Date to Bank:	7/12
Start Time:	9:48 AM	Time to Bank:	
Deposit Bag #:	127392196	Deposit Bag #:	127392196
Deposit Witness		Banking Witness	
Deposit \$:	2,186.9	Bank Validated \$:	2,186.9
Completion Time:	10:17 AM	Bank Validation Time:	10:45 AM
Change Order \$:	—	Change \$ Received:	(\$)
Comments:	over .08	Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1201309	RNR	BF9321939	SM	3:30
1618374	CH	BF93160504	MM	11:30
1618374	CH	BF93160506	MM	11:30

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			
;			

DM VERIFICATION

DM Signature: _____ Date Reviewed: _____

Comments: _____

*Witness on tip drop removals must be the scheduled cash controller.

CASH MANAGEMENT TROUBLESHOOTING**ISSUE: Till is short opening fund when CC counts down drawer after final use.**

Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. *Record removal of funds (\$ amount and Register ID #, Top/Bottom) on Comments section of Safe Count Log.*
4. The shortage in the change bank must be corrected when the deposit is prepared.

NEXT DAY:

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. *Record removal of funds (\$ amount and Register ID #, Top/Bottom) on the Comments section of the Deposit Prep Log.*

ISSUE: Unassigned till is over opening funds.

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.

Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
 - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. *After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).*

ISSUE: Consolidated till drop bag funds do not match MWS deposit total:

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. *Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).*

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.
Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.
Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 – to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as **Witness** and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792 (866/614-0760 for French-speaking partners).

Cash Management Log

STORE COMMUNICATIONS

DAY - Monday

DATE - 07-12-10

REGISTER 1 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Sara H	93160510	P.Y	
Afriesh	99321983	TJ	10:10pm

REGISTER 1 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
IceIares	93160518	T-J-	8:07pm

REGISTER 2108

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Leonia	BR93160508	11:00	KT
Tamara	93160827	HZ	TI

REGISTER 2 BOTTOM

REGISTER 3 TOP

REGISTER 3 BOTTOM

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卷之三

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL:\$-----

DATE:-----
DO NOT DISCARD UPON REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127792197

DEPOSIT REPORT

7/12/10 Store # 00847 6TH & WAVERLY

DEPRP

Business Date: 07-11-2010

Deposit Number: 01

CURRENCY \$ 1966.00

COIN \$ 0.44

FOREIGN CURRENCY \$ 0.00

Converted \$ 0.00

FOREIGN COIN \$ 0.00

Converted \$ 0.00

TOT \$ 1966.44

Transfer Numbers to Bank Deposit Slip.

CHASE

CHASE

CHASE

CHASE

Real time, really easy.
Manage your account your way
at Chase.com.

Get instant access to your account
whenever and wherever you want.
Sign up today at Chase.com/chaseonline.
My Transaction Summary

Transaction #80
Account Number Ending In: 8782
Checking Deposit \$1,966.44
Cash Amount \$1,966.44
Bag Number 1277921977

Further review may result in delayed
availability of this deposit

JPMorgan Chase Bank, N.A.
Greenwich Village, Branch 747394
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
07/12/2010 15:53

Business Date 07/12/2010
Session #38

Thank you - Murtaza
Cashbox #09

Trajan's source.

DATE		7/12/10	
DEPOSIT TICKET			
	DOLLARS	CENTS	
CURRENCY	19	00	44
COIN			
CHECKS US EACH CHECKS SEPARATELY			
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
DEPOSIT PREPARED BY		<i>S. J. Slade</i>	
DEPOSIT VERIFIED BY		<i>J. J. Slade</i>	
PRINT NAME		<i>Jakia Slade</i>	
DEPOSIT BAG #		# 12779219077	
TOTAL		\$ 19.00	
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED			
TO REORDER CALL 1-888-760-4545 AND REFERENCE ORDER #ZJD9079			
TOTAL ITEMS <input type="checkbox"/>			
CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIT AGREEMENT, INDIVIDUAL ACCOUNT, OR ANY APPLICABLE CHECK AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.			

DRB 09057

Cash Management LogDAY- Monday DATE - 07/12/11

SAFE COUNT										
NAME	OPEN:	KES176		MID 1:	TULON		MID 2:	MID 3:		CLOSE:
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5:00	1:00								
\$0.01	3040	26	26	20						6pm 11:30pm
\$0.05	18	17	17	17						20 12
\$0.10	26	25	25	23						23 19
\$0.25	40	39	39	46						46 44
\$1.00	189	163	163	366						366 374
\$2.00	0	0	0	7						0 0
\$5.00	80	75	75	267						267 253
\$10.00	11	14	10	13						13 14
\$20.00	56	58	58	2						2 12
OTHER \$'s	0	0	0	0						0 0
Total Change Fund	2400	2400	2400	2400						2490 2490
# Tills/Total \$	1/2 200	ACTIVE	0000	0000						10200 40200
# Till Drops	TL	TL	10	10						TL TL
Cust. Recov. Cert.	12	10	10	10						10 10
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	TL	15	TL						TL	TL
Comments:	\$1200 COINS									

Report Store Operating Funds

Signature: _____ \$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	R-L-SR	Taken By Cash Controller:	12/10/2011
Preparing Deposit:		Date to Bank:	12/10/2011
Start Time:	12:30	Time to Bank:	12/10/2011
Deposit Bag #:	127792197	Deposit Bag #:	12779219702
Deposit Witness:		Banking Witness:	
Deposit \$:	1906.44	Bank Validated \$:	1906.44
Completion Time:	1:08	Bank Validation Time:	12:00 PM
Change Order \$:		Change \$ Received:	1200
Comments:	(1.31)	Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1630747	F.A	BF9321955	TS	9:11pm
1630747	F.A	BF9321951	TS	9:11pm
1481819	TS	93160653	ASR	11:30pm

PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:	TIME:
1240821	KT	
CC WITNESS (mandatory):		TIME: 10:00
DROP BAG #: BF93160631		BF93160619
BF93160569		BF93160492
BF93160490		BF93160606
BF93160579		BF93160633
BF93160583		BF93160573
BF93160657		BF93160557
BF93160623		BF93160677
BF93160806		

DM VERIFICATION

DM Signature: _____ Date Reviewed: _____

Comments: _____

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY - Tuesday

DATE - 7/13/10

We ended up losing the bar tablet we got from the other store so the left bar is going to ask for a cleaning cycle sorry.

REGISTER 1 TOP

TILL DROP LOG

REGISTER 1 BOTTOM

TILL DROP LOG

REGISTER 2 TOP

THE BOSTON HERALD

KODAK 2000

卷之三

REGISTER 3 TOP

— 1 —

REGISTER 3 BOTTOM

[View Details](#)

REGISTERED

THE BOSTONIAN

R **T** **O** **S** **E** **R** **A** **D** **P** **O** **N** **I** **O**

THE MEGABITS

CHASE

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Get instant access to your account whenever and wherever you want. Sign up today at Chase.com/chaseonline. My Transaction Summary

Transaction #4
Account Number Ending In: 8782
Checking Deposit \$2,495.67

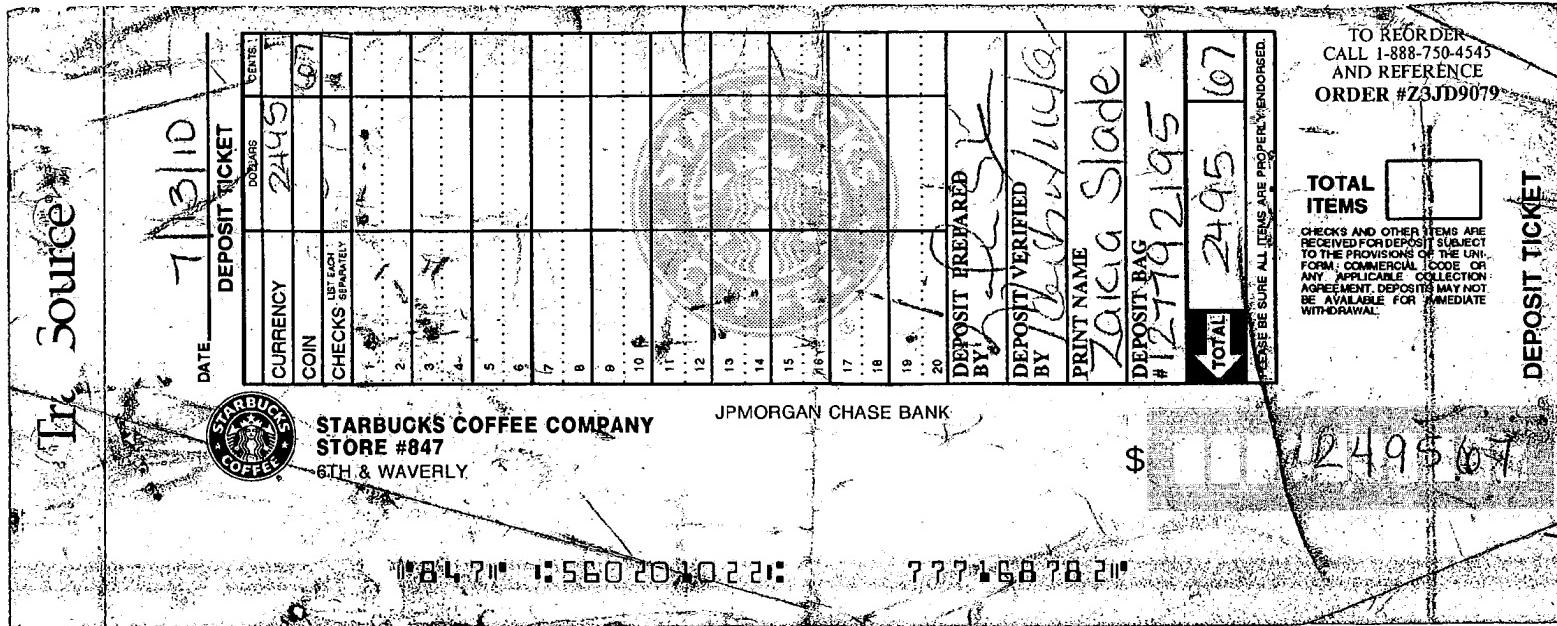
Cash Amount \$2,495.67

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.
Greenwich Village, Branch 747394
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
07/13/2010 13:20

Business Date 07/13/2010
Session #3

Thank you - Murtaza -
Cashbox #09



DRB 09061

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL : \$ - - - - -

DATE : - - - - -
DO NOT DISCARD UPON REMOVAL FROM
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127792195

DEPOSIT REPORT

7/13/10 Store # 00847 6TH & WAVERLY DEPREF

Business Date: 07-12-2010
Deposit Number: 01

CURRENCY	\$	2495.00
COIN	\$	0.67
FOREIGN CURRENCY	\$	0.00
Converted	\$	0.00
FOREIGN COIN	\$	0.00
" Converted	\$	0.00
TOTAL	\$	2495.67

Transfer Numbers to Bank Deposit Slip.

Cash Management LogDAY- Tuesday DATE - 07/13/10**SAFE COUNT**

NAME	OPEN:	Leisha	MID 1:	Tamara	MID 2:		MID 3:		CLOSE:	1920.4
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5:30	12:00	5:46pm	3:33pm					3:32pm	11:43pm
\$0.01	12	8	8	56					56	52
\$0.05	15	15	15	11					11	10
\$0.10	19	19	19	17					17	17
\$0.25	44	43	43	39					39	38
\$1.00	374	281	281	270					270	214
\$2.00	0	0	0	0					A	B
\$5.00	233	271	271	289					289	271
\$10.00	14	0	0	0					0	0
\$20.00	12	0	0	3					3	16
OTHER \$'s	0	0	0	0					0	0
Total Change Fund	2490	2400	2400	2400					2400	2400
# Tills/Total \$	4/7.00	ACTIVE	ACTIVE	ACTIVE					ACTIVE	2020.00
# Till Drops	TL	TL	TL	TL					LO	L
Cust. Recov. Cert.	11	11	11	11					11	11
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	TL	TL	TL	TL						
Comments:			505 Change							

Report Store Operating Funds

Signature: _____ \$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	<u>3-P SL</u>	Taken By Cash Controller	<u>Tamara John</u>
Preparing Deposit:		Date to Bank:	<u>7/13/10</u>
Start Time:	<u>12:00</u>	Time to Bank:	<u>1:20 pm</u>
Deposit Bag #:	<u>1277921951</u>	Deposit Bag #:	<u>1277921951</u>
Deposit Witness:	<u>John</u>	Banking Witness:	<u>John</u>
Deposit \$:	<u>2495.67</u>	Bank Validated \$:	<u>2495.67</u>
Completion Time:	<u>12:14</u>	Bank Validation Time:	<u>1:20 pm</u>
Change Order \$:	<u>205.00</u>	Change \$ Received:	<u>205.00</u>
Comments:	(.81)	Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1240821	KT	BF93160220	John	1:13

PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:	TIME:
CC WITNESS (mandatory):		
DROP BAG #'S:		

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

STORE COMMUNICATIONS

DAY -

DATE -

Please add my milk count to the duty roster if you find it THANKS!!

1 f YO

5 + 7

10 + 10

25 + 26

$$1 + 8 + 200 = 208$$

$$5 + 19 + 220 = 239$$

10 + 3

10 + 31

REGISTER 1 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Chad	93160250	TK	8:00
Sara			
Riche		RNL	10:39

REGISTER 1 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Tiffany	93160343	RNL	11:22

REGISTER 2 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Keshi Jeanne	93160258	KT	10:22
Kiara	93160259	RNL	7:51

REGISTER 2 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Tamara	93160253	T.S.	7:59pm

REGISTER 3 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

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whenever and wherever you want.
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My Transaction Summary

Transaction #151

Account Number Ending In: 8782
Checking Deposit \$2,534.50

Cash Amount \$2,534.50
Bag Number 1277921944

Further review may result in delayed
availability of this deposit

JPMorgan Chase Bank, N.A.
Greenwich Village, Branch 747354

1-800-935-9935

Member FDIC, Equal Housing Lender

Please keep your receipt

07/14/2010 15:57

Business Date 07/14/2010
Session #71

Thank you - Elisabeth
Cashbox #06

DATE 7/11/10		DEPOSIT TICKET	
		DOLLARS	CENTS
CURRENCY		25	34
COIN			SD
CHECKS LIST EACH SEPARATELY			
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
DEPOSIT PREPARED BY <u>S</u>		DEPOSIT VERIFIED BY <u>S</u>	
PRINT NAME <u>Zakia Slade</u>		DEPOSIT BANK # <u>12192194</u>	
TOTAL 2534 SD		TOTAL 2534 SD	
TO REORDER CALL 1-888-750-4545 AND REFERENCE ORDER #Z3JD9079			
TOTAL ITEMS <input type="text"/>			
CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNI- VERSAL COLLECTION AGREEMENT. ANY APPLICABLE COLLECTION AGREEMENT, DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.			
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED			
2534 SD			

STARBUCKS COFFEE COMPANY
STORE #847
6TH & WAVERLY

JPMORGAN CHASE BANK

1184715602010221 7771687821

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$_____

DO NOT DISCARD UNTIL REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127792194

DEPOSIT REPORT

7/14/10 Store # 00847 6TH & WAVERLY

DRB

Business Date: 07-13-2010

Deposit Number: 01

CURRENCY	\$	2534.00
COIN	\$	0.50
FOREIGN CURRENCY	\$	0.00
Converted	\$	0.00
FOREIGN COIN	\$	0.00
Converted	\$	0.00
TOTAL	\$	2534.50

Transfer Numbers to Bank Deposit Slip.

Cash Management LogDAY: Wed DATE - 07/14/10**SAFE COUNT**

NAME	OPEN:	Kesha	MID 1:	Tamara	MID 2:		MID 3:		CLOSE:	Leticia
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5:00	12:00	1pm	3:30pm					4:20	11:15
\$0.01	52	50	450	50					50	40
\$0.05	10	10	10	8					8	7
\$0.10	17	13	13	11					11	10
\$0.25	38	34	34	28					28	26
\$1.00	214	215	215	201					201	203
\$2.00	0	0	0	0					0	0
\$5.00	271	246	246	256					256	239
\$10.00	0	0	0	2					2	3
\$20.00	16	25	25	26					26	31
OTHER \$'s	0	0	0	0					0	0
Total Change Fund	2,400	2395	2395	2397 ^{cc}					2397	2397
# Tills/Total \$	4/200	All	Active	Active					Active	4/200
# Till Drops	7L	14	7L	7L					7L	3
Cust. Recov. Cert.	8	8	8	7					7	8
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	7L	7L	7L	7L					7L	7L
Comments:										

Report Store Operating Funds

Signature: _____ \$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep:	Deposit to Bank:
Cash Controller: <u>R - SL</u>	Taken By Cash Controller: <u>R - SL</u>
Preparing Deposit:	Date to Bank: <u>7/14/10</u>
Start Time: <u>12:40</u>	Time to Bank: <u>3:45</u>
Deposit Bag #: <u>127792194</u>	Deposit Bag #: <u>127792194</u>
Deposit Witness:	Banking Witness:
Deposit \$: <u>1534.50</u>	Bank Validated \$: <u>1534.50</u>
Completion Time: <u>1:09</u>	Bank Validation Time: <u>3:57</u>
Change Order \$: <u>0</u>	Change \$ Received: <u>0</u>
Comments: <u>+3.31</u>	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:
Date:
Partner Name:
Register ID:
Over/Short \$:
Comments:

PARTNER TILL AUDIT #2

Store Manager:
Date:
Partner Name:
Register ID:
Over/Short \$:
Comments:

PARTNER TILL AUDIT #3

Store Manager:
Date:
Partner Name:
Register ID:
Over/Short \$:
Comments:

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1240921	IC	8P93160249	IC	8:22
117580	IC	8P93160331	IC	11:22
117580	IC	8P93160333	IC	
1694867				

PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:	TIME:
CC WITNESS (mandatory):		
DROP BAG #'S:		

DM VERIFICATION

DM Signature: _____ Date Reviewed: _____

Comments: _____

*Witness on tip drop removals must be the scheduled cash controller.

STORE COMMUNICATIONS

DAY - Thursday

DATE - 07/15/10

Reichen, Es Bar ^{medium} on right not working properly
also were are the pills for the
Espresso Machine if you can get some that
would be great, if not I will do it
I can't find any!!!

$$25 \cdot 30 + 18 = 48$$

10

REGISTER 1 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Sarah	B293160341	RK	12:45
Richie	B293160327	IC	12:39
	93160470	PNL	10:12

REGISTER 1 BOTTOM

REGISTER BOTTOM		FILE DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Marcella	93160466	RND	5:58

REGISTER 2 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Teara B	93160341	KT	12:05
Crystal	93160468	ENVZ	9:35

[REGISTER2BONE.COM](#)

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Sheborn	93160383	RNR	3:10
T. Garry	93160472	RW2	11:10

REGISTER 3 TOP

REGISTER 3 BOTTOM

REGISTER AT TOP

REGISTRATION

CHASE **CHASE** **CHASE** **CHASE**

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at Chase.com.
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whenever and wherever you want.
Sign up today at Chase.com/chaseonline.
My Transaction Summary

Transaction #181
Account Number Ending In: 8782
Checking Deposit \$2,565.44

Cash Amount \$2,565.44
Bag Number 1277920763

Further review may result in delayed availability of this deposit.

.....

JPMorgan Chase Bank, N.A.
Greenwich Village, Branch 747394
1-800-935-9935
Member FDIC, Equal Housing Lender

Business Date 07/15/2010
Session #80

Thank you - Biviana
Cashbox #03

IranSource

DATE		7/15/10	
DEPOSIT TICKET			
AMOUNT CURRENCY	DOLLARS 256.65		
COIN	\$.65		
CHECKS LIST EACH			
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
DEPOSIT PREPARED BY <i>L. C. H.</i>			
DEPOSIT AUTHORIZED BY <i>L. C. H.</i>			
PRINT NAME <i>L. C. H.</i>			
DEPOSIT BAG # <i>12778207</i>			
TOTAL 2565 <i>44</i>			
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED			
TO REORDER CALL 1-888-750-4545 AND REFERENCE ORDER #Z3J99079			
TOTAL ITEMS 44 <i>2565</i>			
CHECKS AND OTHER ITEMS ARE SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.			

STARBUCKS COFFEE COMPANY
STORE #847
6TH & WAVERLY

JPMORGAN CHASE BANK

1847115602010221 7771687821

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL : \$2566.44
DO NOT DISCARD UPON REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT
DATE: 21/5/10

127792076

DEPOSIT REPORT

7/15/10 Store # 00847 6TH & WAVERLY DEPRPT 11:38:10

Business Date: 07-14-2010

Deposit Number: 01

CURRENCY	\$	2565.00
COIN	\$	0.44
FOREIGN CURRENCY	\$	0.00
Converted	\$	0.00
FOREIGN COIN	\$	0.00
Converted	\$	0.00
TOTAL	\$	2565.44

Transfer Numbers to Bank Deposit Slip.

Cash Management LogDAY- Thursday DATE - 07/11/12**SAFE COUNT**

NAME	OPEN:	REISHU	MID 1:	MID 2:		MID 3: <i>Rachel</i>		CLOSE:		
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5:04	1:20					1:45	11:03		
\$0.01	40	80					80	72		
\$0.05	7	20					20	16		
\$0.10	10	25					25	19		
\$0.25	26	46					46	42		
\$1.00	28	179					179	142		
\$2.00	0	0					0	0		
\$5.00	239	225					275	227		
\$10.00	3	6					6	0		
\$20.00	31	6					6	27		
OTHER \$'s	0	0					0	0		
Total Change Fund	2397	2399					2399	2400		
# Tills/Total \$	4/20	ACTIVE					Active	4/200		
# Till Drops	1L	1L					1L	5		
Cust. Recov. Cert.	9	0					9	9		
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	TL	TL					TL	TL		
Comments:										

Report Store Operating Funds

Signature: _____ \$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller Preparing Deposit:	<i>Reishu Tucker</i>	Taken By Cash Controller:	<i>Reishu Tucker</i>
Start Time:	10:55 AM	Date to Bank:	12:02 07/15/10
Deposit Bag #:	122792076	Time to Bank:	12:02 PM
Deposit Witness:	<i>Reishu</i>	Deposit Bag #:	122792076
Deposit \$:	2565.44	Banking Witness:	<i>Reishu</i>
Completion Time:	11:38	Bank Validated \$:	2565.44
Change Order \$:	935	Bank Validation Time:	12:38 PM
Comments:	- (1.62)	Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TILL AUDIT #2

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TILL AUDIT #3

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1201309	RNL	93160251	ANIL	10:38

PARTNER TIP REMOVAL (weekly)

PARTNER #:
INITIALS:
CC WITNESS (mandatory):
TIME:
DROP BAG #S:

DM VERIFICATIONDM Signature: _____ Date Reviewed: _____
Comments: _____

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY -

DATE -

REGISTER 1 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Crystal Richie	93160460	DR	12:20
	93160456	RNN	12:25

REGISTER 1 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Sherbon	931603121	120	4:35
Africah	93160367	LIVE	12:25

REGISTER 2 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Jeana	931604602	20	10:35
Tamara	931602005	20	4:55
Tiffany	93160458	RML	12:26

REGISTER 2 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Sherbonn	9310030122	434	

REGISTER 3 TOP

REGISTER 3 BOTTOM

REGISTRATION

REGISTER BOTTOM

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whenever and wherever you want.
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My Transaction Summary

Transaction #88
Account Number Ending In: 8782
Checking Deposit \$2,955.44
Cash Amount \$2,955.44
Bag Number 1277922751

Further review may result in delayed
availability of this deposit

JPMorgan Chase Bank, N.A.
Greenwich Village, Branch 747394
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
07/16/2010 12:58

Business Date 07/16/2010
Session #39

Thank you - Elisabeth
Cashbox #06

EO

Trans - Jrc

DATE <u>7/10/12</u>		DEPOSIT TICKET	
		DOLLARS	CENTS
CURRENCY	<u>29.55</u>	44	
		COIN	
		CHECKS LIST EACH SEPARATELY	
1
2
3
4	X
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
		DEPOSIT PREPARED BY <u>JL</u>	
		DEPOSIT VERIFIED BY <u>TJ</u>	
		PRINT NAME <u>Zaria Slade</u>	
		DEPOSIT BAG # <u>27792275</u>	
		TOTAL <u>29.55</u> 44	
\$ <u>29.55.44</u>			
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED			
TO REORDER CALL 1-888-750-4545 AND REFERENCE ORDER #Z3JD9079			
CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE LIQUIDATION CODE, UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.			



STARBUCKS COFFEE COMPANY
STORE #847
6TH & WAVERLY

JPMORGAN CHASE BANK

11847115602010220 7771687821

DRB 09079

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$-----

DO NOT DISCARD UPON REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127792275

0

DEPOSIT REPORT

7/16/10 Store # 00847 6TH & WAVERLY DEPRPT

Business Date: 07-15-2010

Deposit Number: 01

CURRENCY	\$	2955.00
COIN	\$	0.44
FOREIGN CURRENCY	\$	0.00
Converted	\$	0.00
FOREIGN COIN	\$	0.00
Converted	\$	0.00
TOTAL	\$	2955.44

Transfer Numbers to Bank Deposit Slip.

Cash Management LogDAY- Friday DATE - 7/16/10**SAFE COUNT**

NAME	OPEN:	Keisha	MID 1:	TAMARA	MID 2:			MID 3:	CLOSE:		Richie
SAFE COUNT	START	END	START	END	START	END	START	END	START	END	
TIME	5:00		12:34	5:01					5:15	2:24	
\$0.01	72	64	64	50					56	50	
\$0.05	16	15	15	14					14	10	
\$0.10	19	16	16	15					15	10	
\$0.25	42	38	38	34					34	26	
\$1.00	142	178	178	179					179	188	
\$2.00	0	0	0	0					0	0	
\$5.00	227	242	242	242					242	252	
\$10.00	0	7	7	6					6	11	
\$20.00	27	21	21	24					24	21	
OTHER \$'s	0	0	0	0					0	4	
Total Change Fund	2400	2400	2400	2400					2400	2400	
# Tills/Total S	4/200	Active	Active	Act					Active	4/200	
# Till Drops	TL	TL	-	-					TL		
Cust. Recov. Cert.	4	7	7	0					0		
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
# Tip Bags	TL	TL							TL		
Comments:											

Report Store Operating Funds

Signature: _____ \$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep:	Deposit to Bank:
Cash Controller Preparing Deposit:	Taken By Cash Controller:
Start Time:	Date to Bank:
Deposit Bag #:	Time to Bank:
Deposit Witness:	Deposit Bag #:
Deposit \$:	Banking Witness:
Completion Time:	Bank Validated \$:
Change Order \$:	Bank Validation Time:
Comments:	Change \$ Received:
Comments:	Comments:

*Deposit Witness confirms that initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the initials, date and time of departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:
Date:
Partner Name:
Register ID:
Over/Short \$:
Comments:

PARTNER TILL AUDIT #2

Store Manager:
Date:
Partner Name:
Register ID:
Over/Short \$:
Comments:

PARTNER TILL AUDIT #3

Store Manager:
Date:
Partner Name:
Register ID:
Over/Short \$:
Comments:

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:	TIME:
CC WITNESS (mandatory):		
DROP BAG #'S:		

DM VERIFICATION

DM Signature: _____ Date Reviewed: _____

Comments: _____

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY -

DATE -

REGISTER 1 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Sarah	93160359	20	11:57
Tiffany	93160385	RNR	8:51
Kichie	93160381	RNR	12:01

REGISTER 1 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Kiary	93160355 (R)		
Kichird	93160351 (W)		

REGISTER 2 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
CY15TC2	93160361	P.J.	
ANT19	93160377	M	17:41

REGISTER 2 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
TIP	93160357	PJ	

REGISTER 3 TOP

REGISTER 3 BOTTOM

REGISTRATION

REGISTER A BOTTOM

CHASE 5 CHASE 5 CHASE 5

Real time, really easy.

Manage your account your way
at Chase.com.

Get instant access to your account whenever and wherever you want. Sign up today at Chase.com/chaseonline. My Transaction Summary

My Transaction Summary

Transaction #90
 Account Number Ending In: 8782
 Checking Deposit \$3,109.27
 Cash Amount \$3,109.27
 Bag Number 1277922678

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.
Greenwich Village, Branch 747394
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
07/17/2010 13:41

Business Date 07/19/2010
Session #44

Thank you - Murtaza
Cashbox #09



Trans Jurice

DATE <u>7/17/10</u>		DEPOSIT TICKET																	
		DOLLARS <u>3109.27</u>																	
		CURRENCY <u>C</u>																	
		COIN <u>0</u>																	
		CHECKS LIST EACH SEPARATELY																	
		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27																	
		DEPOSIT PREPARED BY <u>SJ</u>																	
		DEPOSIT VERIFIED BY <u>Jessica G. Sade</u>																	
		PRINT NAME <u>Jessica G. Sade</u>																	
		DEPOSIT BAG # <u>127792267</u>																	
		TOTAL <u>3109.27</u>																	
		\$ <u>3109.27</u>																	
		PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED																	
		TO REORDER CALL 1-888-750-4545 AND REFERENCE ORDER #Z3JD9079																	
		TOTAL ITEMS <input type="checkbox"/>																	
		CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE. CRIMINAL LIABILITY FOR DEPOSIT AGREEMENT, DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.																	
		DEPOSIT TICKET																	

STARBUCKS COFFEE COMPANY
STORE #847
6TH & WAVERLY

JPMORGAN CHASE BANK

8471 15602010 21 1771687821

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL : \$-----
DO NOT DISCARD UPON REMOVAL
STAPLE TO CASH MANAGEMENT Log WITH VALIDATED RECEIPT.

127792267

DEPOSIT REPORT

7/17/10 Store # 00847 6TH & WAVERLY

Business Date: 07-16-2010
Deposit Number: 01

CURRENCY	\$	3109.00
COIN	\$	0.27
FOREIGN CURRENCY	\$	0.00
Converted	\$	0.00
FOREIGN COIN	\$	0.00
Converted	\$	0.00
TOTAL	\$	3109.27

Transfer Numbers to Bank Deposit Slip

Cash Management Log

DAY- Sat DATE - 7/17/10

SAFE COUNT

NAME	OPEN: ZAKIG	MID 1: Pablo V	MID 2: Richie	MID 3:	CLOSE:			
SAFE COUNT	START	END	START	END	START	END	START	END
TIME	5:30	1:35	1:35pm	6:39pm	6:39pm	12:43)		
\$0.01	50	50	50	90	90	43.		
\$0.05	10	10	10	20	20	20		
\$0.10	10	10	10	30	30	27		
\$0.25	10	26	26	46	46	43		
\$1.00	185	225	225	225	225	186		
\$2.00	0	0	0	0	0	0		
\$5.00	250	296	296	296	296	260		
\$10.00	4	0	0	0	0	1		
\$20.00	27	14	0	0	0	13		
OTHER \$'s	0	0	0	0	0	0		
Total Change Fund	2400	2400	2400	2400	2400	2400		
# Tills/Total \$	0	0	0	0	0	0		
# Till Drops	4	2000	ACTIVE	net	2000	000	3	
Cust. Recov. Cert.	0	25	25	25	25	25		
P-Card	Y/N	Y/N	Y/N	X/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags								
Comments:		Com today 1340.00			close			

Report Store Operating Funds

Signature: _____ **\$ Amount Entered:** _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep:		Deposit To Bank:	
Cash Controller Preparing Deposit:	<i>Jahn S</i>	Taken By Cash Controller:	<i>Jawara Johnson</i>
Start Time:	12:00	Date to Bank:	7/17/10
Deposit Bag #:	2779221070	Time to Bank:	1:32
Deposit Witness:	<i>Jawara Johnson</i>	Deposit Bag #:	277922467
Deposit \$:	3109.27	Banking Witness:	<i>Jawara Johnson</i>
Completion Time:	12:00	Bank Validated \$:	3109.27
Change Order \$:	\$340	Bank Validation Time:	1:41
Comments:	+7.72	Change \$ Received:	\$340
Comments:		Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

****Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.**

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	<input type="text"/>
- Date:	<input type="text"/>
- Partner Name:	<input type="text"/>
- Register ID:	<input type="text"/>
- Over/Short \$:	<input type="text"/>
Comments:	

PARTNER TIP REMOVAL (weekly)			
PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

DM VERIFICATION

DM Signature: _____ Date Reviewed: _____

Comments:

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log**STORE COMMUNICATIONS**

DAY -

Sun

DATE -

7/18/10

25	37
10	22
5	19
<u>1</u> 50 + 20 = 70	
1	120 + 9
5	100 + 3
10	6
20	38

REGISTER 1 TOP**TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Pabلو	93160345	R	
Laura	93160367	RML	4:48
Alvirek	93160368	RML	10:40

REGISTER 1 BOTTOM**TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 TOP**TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
DeShawn	93160375	RJ	
Shelton	93160371	RML	3:25
93160360	93160380	RML	11:15

REGISTER 2 BOTTOM**TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 TOP**TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM**TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP**TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM**TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME



Open a Home Equity Line of Credit,
Consolidate your bills,
Invest your home. Pay for college,
or get a personal loan today!

Transaction Summary

Transaction #370
Account Number Ending In: 8782
Checking Deposit \$2,541.13

Cash Amount \$2,541.13

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.
W 14th Street, Branch 000025
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
07/19/2010 13:46

Printed Date 07/19/2010
Seq# 162

Thank you, Diane
Cashbox #01

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL : \$ 1541.13
DO NOT DISCARD UPON REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT 7/18

127792266

DEPOSIT REPORT

7/18/10 Store # 00847 6TH & WAVERLY

DEPRPT

Business Date: 07-17-2010
Deposit Number: 01

CURRENCY	\$	2541.00
COIN	\$	0.13
FOREIGN CURRENCY	\$	0.00
Converted	\$	0.00
FOREIGN COIN	\$	0.00
Converted	\$	0.00
TOTAL	\$	2541.13

Transfer Numbers to Bank Deposit Slip.

Cash Management LogDAY- Sun DATE - 7/18/10**SAFE COUNT**

NAME	OPEN:	117178	V	MID 1:	MID 2:		MID 3:		CLOSE: <i>Ricne</i>	
SAFE COUNT	START	END		START	END	START	END	START	END	
TIME	6:00	3:30								3:30 11:20
\$0.01	80	80								80 70
\$0.05	20	20								20 19
\$0.10	21	21								21 22
\$0.25	43	43								43 37
\$1.00	186	186								106 132
\$2.00	8	8								0 8
\$5.00	260	240								240 183
\$10.00	1	1								1 6
\$20.00	13	12								22 38
OTHER \$'s	-									- 0
Total Change Fund	2401	2401								2401 2420
# Tills/Total \$	20200	20900								20200 48700
# Till Drops	N/A	2								0 4
Cust. Recov. Cert.	-	-								23 22
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	-	-							12	12
Comments:										

Report Store Operating Funds

Signature: _____ \$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	<i>Pablo Velikh</i>	Taken By Cash Controller:	<i>Pablo S</i>
Preparing Deposit:		Date to Bank:	<i>7/19/10</i>
Start Time:	10:00 AM	Time to Bank:	1:35
Deposit Bag #:	127792460	Deposit Bag #:	127792466
Deposit Witness:		Banking Witness:	
Deposit \$:	2544.13	Bank Validated \$:	2544.13
Completion Time:	10:26 AM	Bank Validation Time:	1:46
Change Order \$:	N/A	Change \$ Received:	-0
Comments:		Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1628081	AVR	43160305	RNE	11:19
11	11	93160370	RNE	11:19
1	11	93160378	RNE	11:14
11	11	93160364	RNE	11:14

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

DM VERIFICATION

DM Signature: _____ Date Reviewed: _____

Comments: _____

*Witness on tip drop removals must be the scheduled cash controller.

CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.

Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. *Record removal of funds (\$ amount and Register ID [#], Top/Bottom] on Comments section of Safe Count Log.*
4. The shortage in the change bank must be corrected when the deposit is prepared.

NEXT DAY:

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. *Record removal of funds (\$ amount and Register ID [#], Top/Bottom] on the Comments section of the Deposit Prep Log.*

ISSUE: Unassigned till is over opening funds.

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.

Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
 - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. *After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).*

ISSUE: Consolidated till drop bag funds do not match MWS deposit total:

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. *Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).*

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.

Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as Witness and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792 (866/614-0760 for French-speaking partners).

STORE COMMUNICATIONS

DAY - Monday

DATE - 7/19/10

25. 10 + 16

10 · 10 + 3

$$6 \cdot 3 + 10$$

1 - 50

$$1 \cdot 4 + 100 + 60 = 164$$

$$5 \cdot 200 + 20 + 10 = 2330$$

10 · 9

20. 31

REGISTER 1 TOP

REGISTER 1 BOTTOM

REGISTER 2 TCP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Ivana Atrish	93160372	DC	11:00
	45160391	3DML	11:10

REGISTER 2 BOMON

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Levina	9360389	118	6:25

REGISTER 3 TOP

REGISTER 3 BOTTOM

THE END OF THE BOOK

REGISTRATION NUMBER

CHASE CHASE CHASE CHASE

**Open a Home Equity Line of Credit,
Consolidate your bills,
Remodel your home, Pay for college,
Talk to a Personal Banker today!**

My Transaction Summary

Transaction #369
Account Number Ending In: 8782
Checking Deposit \$1,824.38

Cash Amount \$1,824.38

Further review may result in delayed availability of this deposit.

JPMorgan Chase Bank, N.A.
W 14th Street, Branch 000025
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
07/19/2010 13:46

Business Date: 07/19/2010
Session #: 162

Thank you - Dianne
Cashbox #01

InSource®

71910

DATE

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	18	24
COIN		38
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		



STARBUCKS COFFEE COMPANY
STORE #847
6TH & WAVERLY

JPMORGAN CHASE BANK

184715602010227771687820

184715602010227771687820

TO REORDER
CALL 1-888-750-4545
AND REFERENCED
ORDER #Z3JD9079

TOTAL
ITEMS

CHECKS AND OTHER ITEMS ARE
RECEIVED FOR DEPOSIT SUBJECT
TO THE PROVISIONS OF THE UNI-
FORM COMMERCIAL CODE OR
ANY APPLICABLE AGREEMENT.
DEPOSITS MAY NOT
BE AVAILABLE FOR IMMEDIATE
WITHDRAWAL.

TOTAL



\$

\$

182438

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

DEPOSIT PREPARED BY
Leshawna
DEPOSIT VERIFIED BY
Leshawna
PRINT NAME
Zoila Slade
DEPOSIT BAG
127792254

TOTAL
182438

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL : \$ _____
DO NOT DISCARD UNTIL REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

127792254

DEPOSIT REPORT

7/19/10 Store # 00847 6TH & WAVERLY

DEP

Business Date: 07-18-2010

Deposit Number: 01

CURRENCY	\$	1824.00
COIN	\$	0.38
FOREIGN CURRENCY	\$	0.00
Converted	\$	0.00
FOREIGN COIN	\$	0.00
Converted	\$	0.00
TOTAL	\$	1824.38

Transfer Numbers to Bank Deposit Slip.

Cash Management Log

DAY- MON DATE - 7/19/10

Report Store Operating Funds

Signature: _____ **\$ Amount Entered:** _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Depositor Info		Banker Info	
Cash Controller Preparing Deposit:	<u>Zach SL</u>	Taken By Cash Controller:	<u>Zach SL</u>
Start Time:	9:30	Date to Bank:	7/19/10
Deposit Bag #:	127792254	Time to Bank:	10:35
Deposit Witness:	JC Shue (JC)	Deposit Bag #:	127792254
Deposit \$:	1824.38	Banking Witness:	JC Shue (JC)
Completion Time:	9:51	Bank Validated \$:	2010: 1824.38
Change Order \$:	\$700	Bank Validation Time:	1:46
Comments:	+ .50	Comments:	

***Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.**

****Banking Witness** confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1628084	AVR	BR93160397	RML	9:58

PARTNER TIP REMOVAL (weekly)

PARTNER #:	1240XZ	INITIALS:	KT
CC WITNESS (mandatory):		TIME:	10:00
DROP BAG #'S:			
BF931603783		BF93160349	
BF93160366		BF93160378	
BF93160337		BF93160652	
BF93160364		BF93160240	
BF93160333		BF9316024	
BF99321955			
BP9932181			
BF93160251			

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

STORE COMMUNICATIONS

STORE COMMUNICATIONS

DAY - Tuesday

DATE - 07/20/10

REGISTER 1 TOP

TILL DROP LOG

REGISTER 1 BOTTOM

TILL DROP LOG

REGISTER 2 TOP

— FIVE STORIES UP —

REGISTER BOTTOM

NET PROGRESS

REGISTER 3 TOP

— 1 —

REGISTER 3 BOTTOM

10 of 10

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Manage your account your way
at Chase.com.

Get instant access to your account
whenever and wherever you want.
Sign up today at Chase.com/chaseonline.

My Transaction Summary

Transaction #261
Account Number Ending In: 8782
Checking Deposit \$2,522.40

Cash Amount \$2,522.40

Further review may result in delayed
availability of this deposit

JPMorgan Chase Bank, N.A.
Greenwich Village, Branch 747394
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
07/20/2010, 16:12

Business Date 07/20/2010
Session #129

Thank you, Elisabeth
Cashbox #06